



CHRIS Training Workflow Instructions for Approvers

CHRIS Training Workflow allows employees to electronically request and route training requests and for managers to electronically approve training actions online. The following information outlines the basic steps that must be taken to approve training actions.

Logging On:

1. Log on to Employee Self Service (ESS) at <https://mis.doe.gov/ess>.
2. Click the CHRIS/PeopleSoft menu item or the Training menu item. The first item on the list will take you to the Connect to CHRIS Screen.
3. Click the Connect to CHRIS button and the Main CHRIS Workflow screen should be displayed.

Approvers -- Reviewing a Training Request:

1. You will receive an e-mail notification of a request awaiting your approval.
2. Click on the link in the e-mail or log on to CHRIS (follow steps in "Logging On" section above).
3. Click on "Worklist" to retrieve all requests pending your approval.
4. Click on the appropriate request from the list to open and review it.
5. Click on the "Approval Routing" tab.
6. Select approved, denied, recycled or reassign from the drop down menu under the status column on the training request.
 - a. Approved will notify the next approver by e-mail to approve or deny the training.
 - b. Denied will notify the initiator, and any intervening approvers, by e-mail that the training has been denied.
 - c. Recycled will notify the previous approver or the initiator by e-mail that additional information is needed or that he/she is the wrong approver.

NOTE: Recycled and Denied requests require that you include a remark explaining why you recycled or denied the request. The system will not let you proceed unless you enter a remark.

- d. Reassign will deliver the training request to the worklist of the person selected from the Approver List you see after clicking the lookup icon and will send an e-mail message to that individual telling them they have a request to review.
7. Click on the "Sign Out" button to exit the system.

Where You Can Get Help:

**Access problems with your CHRIS Workflow user ID or password should be sent via e-mail to: chrissecurity@netl.doe.gov.

**Contact your ETS Training Consultant or Organization Training Office concerning procedures and general operational assistance.